

Commonwealth of Kentucky

Withholding Return and Payment System (WRAPS)

Public User Guide



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Overview

The Withholding Return and Payment System provides the taxpayers of the Commonwealth, the ability to file their Withholding K-1 and K-3 returns online. Taxpayers will be able to file returns, view previously online filed returns, amend returns, request refunds and credit forwards as well as the ability to access the Enterprise Electronic Payment System for paying Withholding Tax Due.

This User Manual is being provided as a guide to working with the system and can be used as a quick reference guide for frequently asked questions.

Please review the table of contents for quick access to necessary information.

Login

Login Page

To register a Business for online filing, the user will need to click on 'Withholding Return and Payment System' from the Department of Revenue home page.

This will take the user to the One Stop Login screen.

If the user is an existing user, they will need to enter their User Name and Password and click “Sign In.”

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Incorrect user ID or password. Type the correct user ID and password, and try again. User ID must be in the format cit\Username or Username@cit.ky.gov.
Note: Your username is not the same as your email address.

@cit.ky.gov will be added to your Username

[Forgot Password?](#)

[Sign in](#)

Don't have an account? [Click here to register.](#)



New User Registration

If the user is a new user, they will need to click “Click here to register.”

Once the user is presented with the Create Account page, the user will need to enter the required information:

- User Name
- Display Name
- First Name
- Last Name
- Password
- Email Address

Note

At this time, the user’s email address cannot be modified after the user account has been created, so it is advised that the user choose an email address that they will have continued access to.

Create Account

Optional profile information

[Create Account](#)

Welcome

Welcome to the registration page.
This page allows you to create an account that you can use
to access Kentucky managed systems.

Helpful Tips

Passwords must:

- Be between 8 and 15 characters long.
- Contain at least one number and one letter.
- Contain at least one special character.
- Contain at least one capital letter.

Passwords must NOT:
Contain your User Name, First Name or Last Name.

Legal Disclaimer

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The user may choose to add optional profile information such as Middle Name and phone number, then click 'Create Account.'

Create Account

User Name

Display Name

First Name

Last Name

Password

Confirm Password

Email

Confirm Email

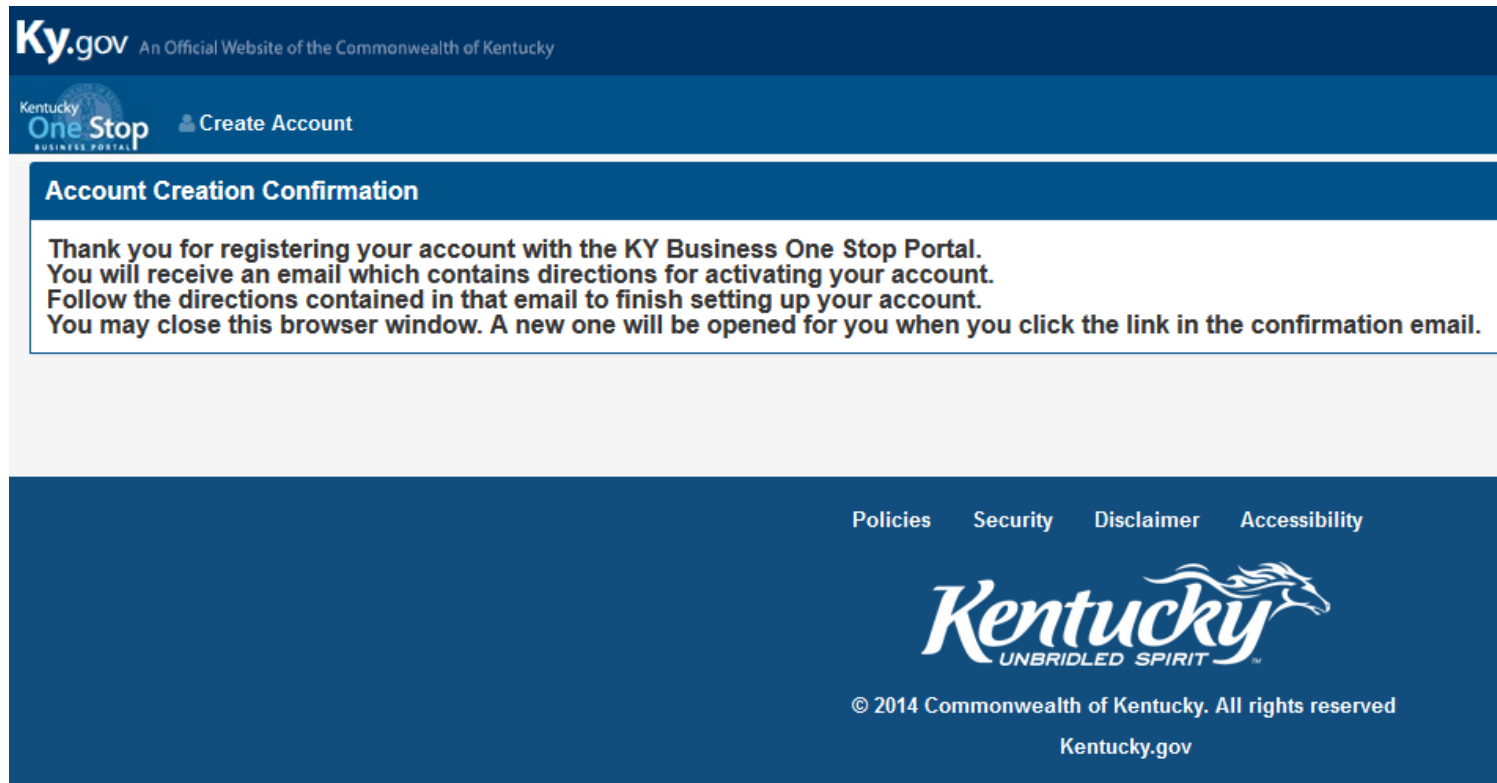
Optional profile information

Clear Form

Create Account

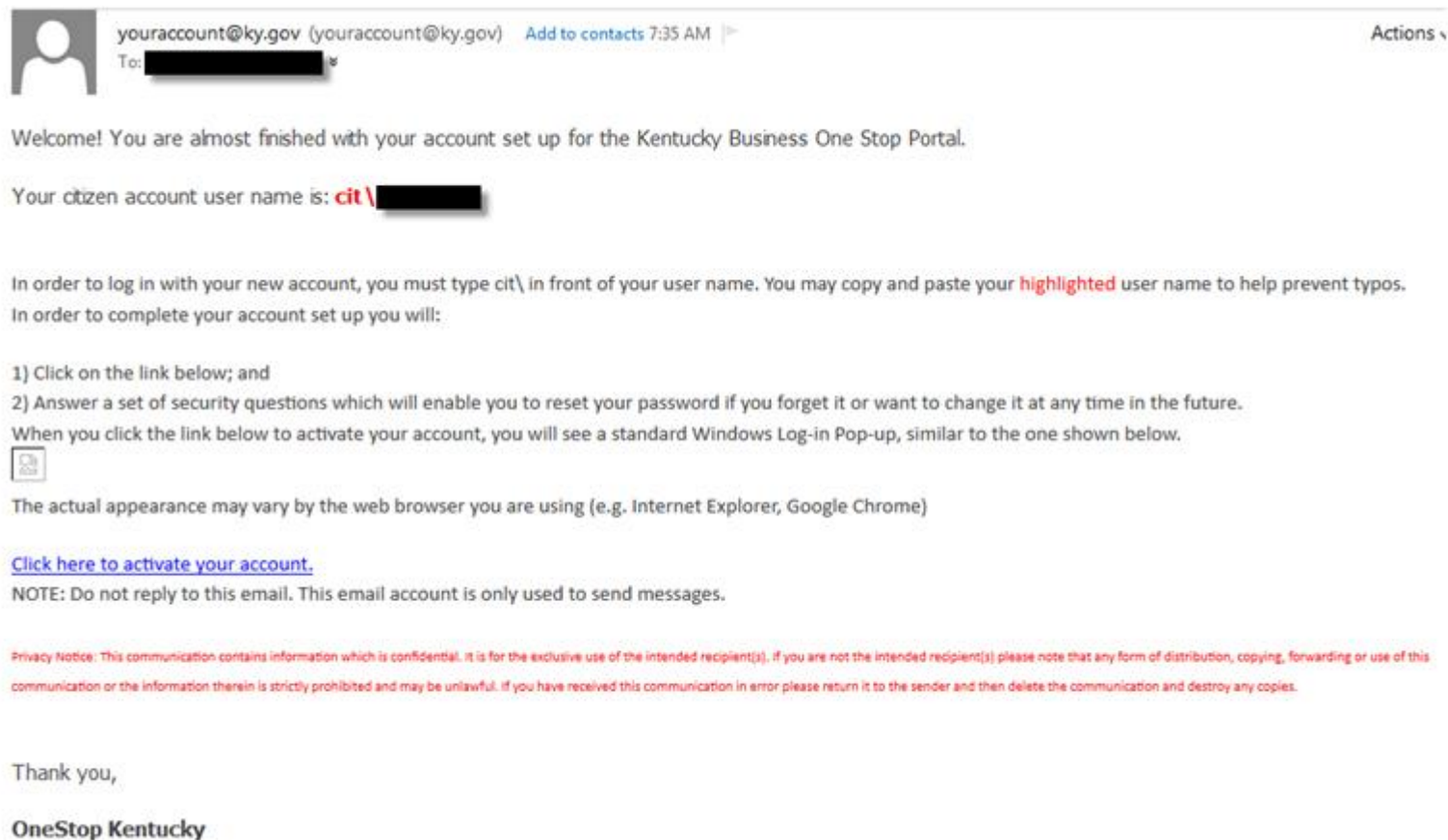
Once the user clicks the 'Create Account' button, they will see a screen that shows an account creation confirmation message confirming that they have created an account with One Stop. However, the user cannot log in yet, as they still need to activate their account.

The user should follow the instructions provided on this screen to check their email.

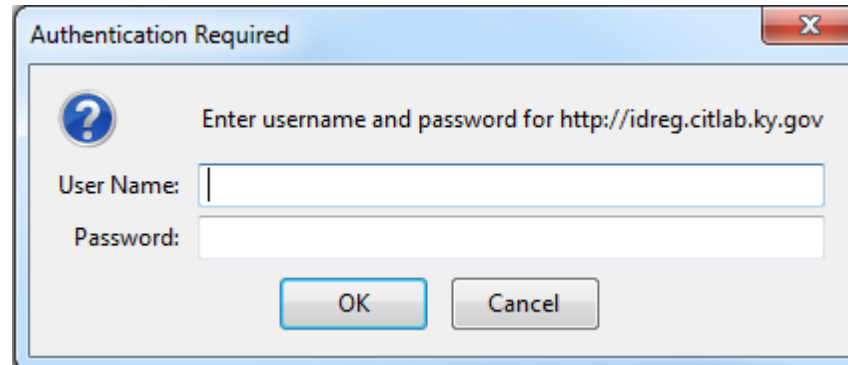


Email Confirmation

The user will need to check the email account that they entered on the 'Create Account' screen for an email from youraccount@ky.gov. The email will look similar to this one:




In order to activate their account, the user should click on the link provided in the email. This will take the user to an account activation/self service password reset process.

A screenshot of a Windows-style dialog box titled "Authentication Required". The dialog has a blue header bar with a red "X" button in the top right corner. Inside the dialog, there is a blue circular icon with a white question mark on the left. To the right of the icon, the text reads "Enter username and password for http://idreg.citlab.ky.gov". Below this text, there are two input fields: "User Name:" followed by a text box, and "Password:" followed by a text box. At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

The user might see a window that asks for a user name and password. These should be the user name and password used to create their account with One Stop.

If they input both of these correctly, or if they do not see this screen, they will be taken to the Forefront Identity Manager (FIM), where they will need to answer some randomly selected questions. These questions will be used to verify who they are if they should forget their password or user name in the future. At this screen, they will need to enter their password again.

Security Questions



Microsoft®
Forefront® Identity Manager 2010 R2

Password Registration:

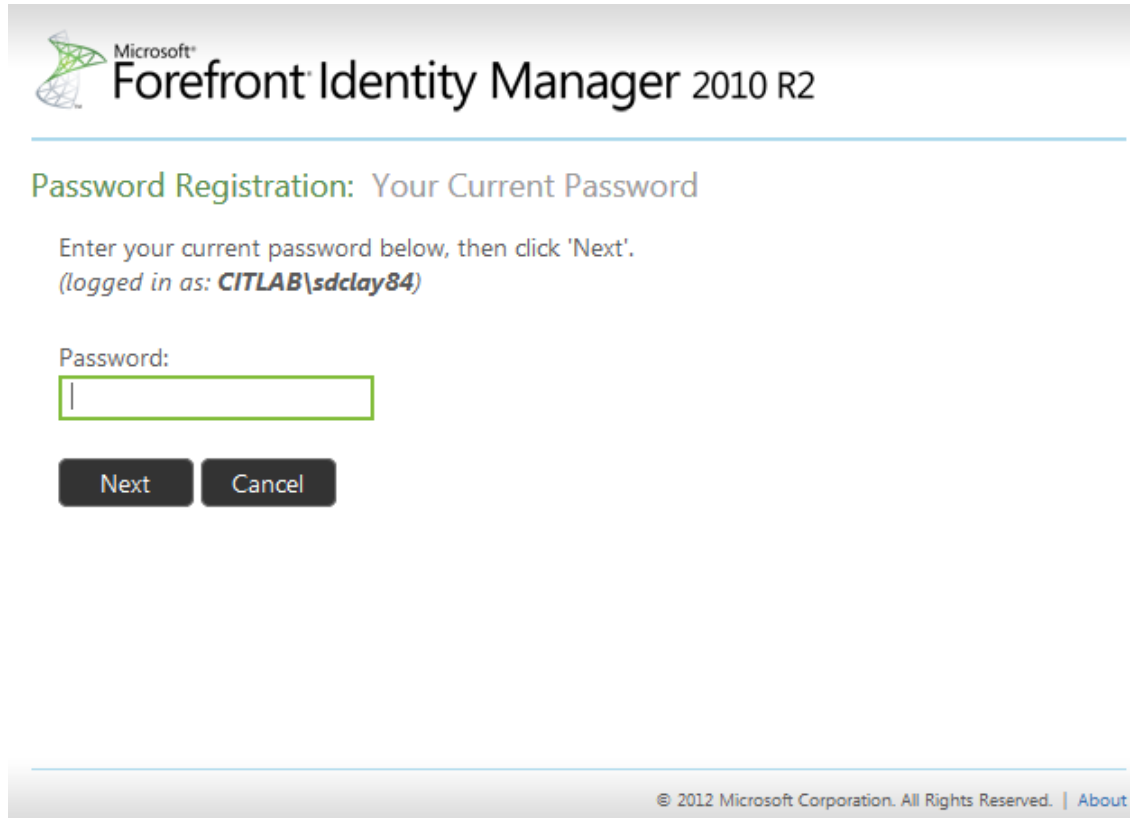
If you ever forget your password, you can reset it yourself without calling your help desk.

Click 'Next' to begin the registration process.

[Next](#)

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The user will then be asked to enter their password which is the one that was used to create the One Stop user account.



The screenshot shows the Microsoft Forefront Identity Manager 2010 R2 interface. At the top, the Microsoft logo and the product name "Forefront Identity Manager 2010 R2" are displayed. Below this, the section "Password Registration: Your Current Password" is shown. A message instructs the user to "Enter your current password below, then click 'Next'." and indicates the user is logged in as "CITLAB\sdclay84". A password input field is provided with a green border. Below the input field are two buttons: "Next" and "Cancel". At the bottom of the window, the copyright notice "© 2012 Microsoft Corporation. All Rights Reserved." and a link to "About" are visible.

Microsoft®
Forefront Identity Manager 2010 R2

Password Registration: Your Current Password

Enter your current password below, then click 'Next'.
(logged in as: **CITLAB\sdclay84**)

Password:

Next Cancel

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The user should click the 'Next' button and proceed to answer the questions presented. These questions are for verification purposes if the user requests to have their password reset or forgets their password.



Forefront Identity Manager 2010 R2

Password Registration: Register Your Answers

You must answer at least 3 questions to register.

Each answer must contain at least four characters, and no two answers may be the same.

What is the name of your favorite childhood book?

What was your favorite toy growing up?

Who was your first boss?

The responses you provide are stored by your organization in Forefront Identity Manager.

Next

Cancel

Once the questions are answered and the user clicks 'Next,' the user should see the following screen:



The user is now registered. In order to access their WRAPS Home Screen, the user will need to go to the WRAPS link on the DOR Website: <http://www.revenue.ky.gov/>.

Once back at the One Stop login screen, they should use the email and password they entered on the Create Account screen.

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Incorrect user ID or password. Type the correct user ID and password, and try again. User ID must be in the format cit\Username or Username@cit.ky.gov.

Note: Your username is not the same as your email address.

@cit.ky.gov will be added to your Username

[Forgot Password?](#)

[Sign in](#)

Don't have an account? [Click here to register.](#)



Note Please be aware that One Stop will auto generate '@cit.ky.gov' at the end of the user's username. This is not an error and is necessary for the user to successfully log into One Stop and the Withholding Return and Payment System.

Online Filing

WRAPS Home/Dashboard

Once the user has entered their user name and password in the One Stop login page, the user will be directed to the WRAPS Home Dashboard.

If a user does not have any businesses associated with their account, the home screen will look like the following screen:

The screenshot shows the 'Withholding Return and Payment System - WRAPS' home page. The top navigation bar includes the 'Kentucky One Stop BUSINESS PORTAL' logo, the 'WRAPS' logo, and links for 'Online Filing Registration' and 'Manage WRAPS Requests'. A search bar with a 'username' dropdown and a 'Search' button is on the right. The main heading is 'Withholding Return and Payment System - WRAPS', with a breadcrumb trail 'One Stop / WRAPS Home'. A yellow alert box states: 'You have no businesses registered with your account. Click here to register your account with a business or click the Register a business for online filing button on the right to register a business at any time. You can have more than one business associated with your account.' Below this, a blue box shows 'You have 0 businesses registered with your account'. On the right, three buttons are stacked: 'Register a business for online filing', 'Request access to a registered business', and 'Manage WRAPS Requests'. The footer contains links for 'Policies', 'Security', 'Disclaimer', and 'Accessibility', followed by the 'Kentucky UNBRIDLED SPIRIT' logo and the copyright notice '©2014 Commonwealth of Kentucky. All Rights Reserved.'

Online Filing Registration

To register a business for online filing, the user will need to click 'Register a business for online filing.'



The user will be presented with an online filing registration form.

The user will then need to enter the correct withholding tax account number and either the business name as registered or the Federal Employer Identification Number (FEIN).

Once the required information has been entered, the user will need to click 'submit.'

[Online Filing Registration](#)
[Manage WRAPS Requests](#)

username Search

Register your WRAPS account with a business

[One Stop](#) / [WRAPS Home](#) / [Online Filing Registration](#)

Register your user account with a business

Tax Account Number Enter the 6-digit assigned Withholding Tax Account Number.

Business Name Enter the Business Name as shown on the withholding return.

FEIN Enter the 9-digit Federal Employer Identification Number.

Welcome to the Withholding Return and Payment System (WRAPS)

Register your user account with a business by entering the information on the left of the screen. You must provide the correct tax account number and either the business name as registered or the Federal Employer Identification Number (FEIN).

If the business with which you are attempting to register already has a registered WRAPS Administrator, you can still request a role. The administrator will have the option to approve or deny your request.





[Policies](#)
[Security](#)
[Disclaimer](#)
[Accessibility](#)


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Business Administrator


If the user enters the correct Tax Account Number and the correct Business Name and/or FEIN, and if the business is not already registered for online filing, the user will be presented with a screen asking them if they would like to become the administrator for the business.

Note In order for a business to be registered for Online Filing, there must always be an administrator assigned to the business.

 Online Filing Registration Manage WRAPS Requestsusername

 Register your WRAPS account with a business

One Stop / [WRAPS Home](#) /  Online Filing Registration

 Register your user account with a business

Tax Account Number

Business Name

FEIN

Submit

Currently there is not a WRAPS Administrator associated with this business. To continue in the WRAPS system, a WRAPS Administrator must be assigned. To become the WRAPS Administrator for , click the "Become the WRAPS Administrator" button below.

Become the WRAPS Administrator

I do not want WRAPS Administrator access

This business will not be enrolled with Online Filing until someone becomes the WRAPS Administrator for the business.

Terms and Conditions

If the user chooses to 'Become the WRAPS Administrator,' they will be presented with a screen where they can hit 'cancel' to cancel the registration process, or check the Terms and Conditions box and click 'Register as the WRAPS Administrator.'

The screenshot shows the 'WRAPS Administrator Terms and Conditions' page. At the top is a blue navigation bar with the 'Kentucky One Stop Business Portal' logo, the 'WRAPS' logo, and links for 'Online Filing Registration' and 'Manage WRAPS Requests'. A search bar with 'username' and a magnifying glass icon is on the right. Below the navigation bar is a breadcrumb trail: 'One Stop / WRAPS Home / Online Filing Registration / Register WRAPS Administrator'. On the left, there is a 'Cancel' button. The main content area has a title 'WRAPS Administrator Terms and Conditions'. The text explains that a WRAPS Administrator must be assigned for the business and that the user must agree to the terms. It also states that becoming the administrator will switch the business to online filing. At the bottom, there is a checkbox labeled 'I agree to the WRAPS Administrator Terms and Conditions' which is checked and circled in red. Below this is a large blue button labeled 'Register as the WRAPS Administrator'.

Kentucky One Stop Business Portal WRAPS Online Filing Registration Manage WRAPS Requests username Search

One Stop / WRAPS Home / Online Filing Registration / Register WRAPS Administrator

Cancel

WRAPS Administrator Terms and Conditions

Currently, there is not a WRAPS Administrator associated with this business. To continue in the WRAPS system, a WRAPS Administrator must be assigned. To become the WRAPS Administrator for [REDACTED], you must agree to the WRAPS Administrator Terms and Conditions and click the Register as the WRAPS Administrator button below.

In order to continue, you must confirm that you are a responsible party in the business or an authorized representative of [REDACTED].

By becoming the WRAPS Administrator of the business, you will switch the business to online filing and you will no longer receive paper K-1/ K-3 returns for future returns.

☒ I agree to the WRAPS Administrator Terms and Conditions

Register as the WRAPS Administrator

Registration Request

If the user enters a valid Withholding Tax Account number but the Business Name or FEIN does not match the account number entered, then the user will be presented with the option to have the registration request reviewed by the Department of Revenue.

The screenshot shows the 'Register your WRAPS account with a business' page. The header includes the Kentucky One Stop Business Portal logo, the WRAPS logo, and navigation links for 'Online Filing Registration' and 'Manage WRAPS Requests'. A search bar with a dropdown menu labeled 'username' is also present. The main content area has a breadcrumb trail: 'One Stop / WRAPS Home / Online Filing Registration'. Below this is a blue box titled 'Register your user account with a business' containing three input fields: 'Tax Account Number' (with a blacked-out value), 'Business Name' (with a blacked-out value), and 'FEIN' (with the placeholder text 'Enter the 9-digit Federal Employer Identification Number.'). A 'Submit' button is at the bottom of this box. To the right, a text box explains that if the information is correct, the user should click a button to submit the request for review. A button labeled 'Click here to have your request reviewed' is located below this text.

Kentucky One Stop Business Portal

WRAPS

Online Filing Registration Manage WRAPS Requests

username Search

Register your WRAPS account with a business

One Stop / WRAPS Home / Online Filing Registration

Register your user account with a business

Tax Account Number [Redacted]

Business Name [Redacted]

FEIN Enter the 9-digit Federal Employer Identification Number.

Submit

If you have verified that the information you have entered is correct, please click below to submit your request. A staff member at the Department of Revenue will review the request and approve or deny your registration.

Click here to have your request reviewed

Note The user must also agree to terms and conditions when sending a request for registration to DOR.

Invalid Registration

If the user enters an invalid Withholding Tax Account Number, the system will display an error message stating that the user needs to contact the Kentucky Department of Revenue to receive additional assistance.

Kentucky
One Stop
Business Portal

WRAPS

Online Filing Registration

Manage WRAPS Requests

username

Register your WRAPS account with a business

One Stop / WRAPS Home / Online Filing Registration

Register your user account with a business

Tax Account Number

Business Name

FEIN

Submit

Enter the 9-digit Federal Employer Identification Number.

!

The Withholding Tax Account Number and Business Name entered cannot be verified. Either the Withholding Tax Account Number is invalid, the Tax Account associated with this Account Number is Cancelled or the Business Name is incorrect. If you feel you have received this message in error, please contact The Kentucky Department of Revenue.

Filing

When the user has at least one business registered with their user account, the user will see a dashboard/home screen with all businesses associated with their account.

The screenshot shows the WRAPS dashboard for a user logged in. The top navigation bar includes the Kentucky One Stop Business Portal logo, the WRAPS logo, and links for Online Filing Registration and Manage WRAPS Requests. A search bar and a username dropdown are also present. The main content area is titled "Withholding Return and Payment System - WRAPS" and includes a breadcrumb trail "One Stop / WRAPS Home".

Key dashboard elements include:


- A light blue alert box stating: "You have 1 return that can be filed, 1 is overdue."
- A blue box stating: "You have 1 business registered with your account".
- A table listing the registered business:

Account Number	Business Name	Role	Alerts
[REDACTED]	[REDACTED]	admin	Filing available

On the right side, there are three action buttons: "Register a business for online filing", "Request access to a registered business", and "Manage WRAPS Requests".

The footer contains links for Policies, Security, Disclaimer, and Accessibility, followed by the Kentucky "UNBRIDLED SPIRIT" logo and the copyright notice: "©2014 Commonwealth of Kentucky. All Rights Reserved."

If a return is available for filing, there will be an alert in the alert column for the business. To access the business page the user can click the Business Name. To file a return, the user will need to click 'Filing available' or 'Filing overdue.'

You have 1 business registered with your account			
Account Number	Business Name	Role	Alerts
001088	OKOLONA CHRISTIAN CHURCH	admin	 Filing available

To file the K-1 or K-3 return, the user will need to click 'File K-1/K-3 Original in the period section on the left or the button on the right.

Period Ending 9/30/2014

[One Stop](#) / [WRAPS Home](#) / [REDACTED] /  Period Ending 9/30/2014



The return for period ending date 9/30/2014 is eligible to be filed.




Period Ending 9/30/2014

[File K-1 Original](#)

A return has not been filed for this period.

 [File K-1 Original](#)

 [Click here to make a payment](#)



Business Profile

[REDACTED]
[REDACTED]
[REDACTED]
 Tax Number [REDACTED]
 FEIN [REDACTED]
 Filing Frequency [REDACTED] Monthly
 Account Status [REDACTED] Active
 WRAPS Status [REDACTED] Active



Period Payments


Only payments made via the Enterprise Electronic Payment System are displayed. Payments made through Electronic Funds Transfer and other sources will not be displayed.

Withholding Return

The user will then need to fill out all required fields and click “Submit the K-1 Original return.”

K-1 Original - 9/30/2014

[One Stop](#) / [WRAPS Home](#) / XXXXXXXXXX / [Period Ending 09/30/2014](#) /  K-1 Original - 9/30/2014

 The Total Amount Due is calculated with the assumption that all values entered were accurate and the Total Amount Due is being paid in full on today's date. You may be responsible for additional penalty and interest for a return filed after the due date.

K-1 Original

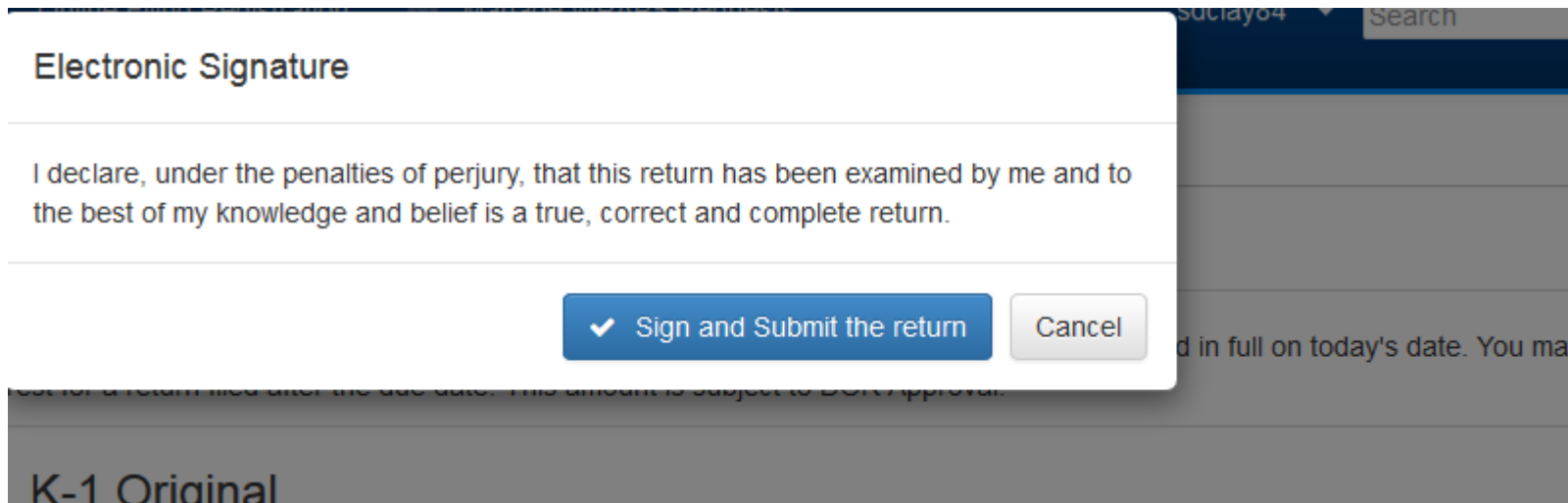
Employees for the period	<input type="text" value="0"/>
Total wages paid	<input type="text" value="\$0.00"/>
Income tax withheld	<input type="text" value="\$0.00"/>
Apply credit?	<input type="text" value="No I do not want to apply a credit"/>
Tax payments made prior to today for this period	<input type="text" value="\$0.00"/>
\$0.00 in payments have been recorded in the Electronic Enterprise Payment System (EEPS) for this period.	
Total tax due	<input type="text" value="\$0.00"/>
Total penalty	<input type="text" value="\$10.00"/>
Total interest	<input type="text" value="\$0.00"/>
Total amount due	<input type="text" value="\$10.00"/>

Submit the K-1 Original return

Cancel

Electronic Signature

In order to submit the return, the user will need to agree to the electronic signature terms and submit "Sign and Submit the return."



The screenshot shows a modal dialog box titled "Electronic Signature" overlaid on a blurred background of the WRAPS interface. The dialog box contains a declaration statement and two buttons at the bottom.

Electronic Signature

I declare, under the penalties of perjury, that this return has been examined by me and to the best of my knowledge and belief is a true, correct and complete return.

✓ Sign and Submit the return Cancel

Background text visible: "K-1 Original", "d in full on today's date. You may", "for a return filed after the due date. This amount is subject to DOR approval."

View Return

In order to view the filed return, the user can view the summary or click the return link on the Period Screen to view the detailed return.

Kentucky

One Stop

Business Portal

WRAPS

Online Filing Registration

Manage WRAPS Requests

username

Search

Period Ending 9/30/2014

One Stop / WRAPS Home /

Period Ending 9/30/2014

Your return was submitted to the Department of Revenue on 12/22/2014. You can pay the amount owed, \$10.00, by clicking the Make Payment button on the right.

The return for period ending date 9/30/2014 is being processed. Once the return has been completely processed you will be able to make amendments if necessary. The business is able to file up to 5 amendments.

Period Ending 9/30/2014

	K-1 Original 12/22/2014
Employee Count	0
Total Wages	\$0.00
Income Tax Withheld	\$0.00

Return Filing Unavailable

Click here to make a payment

Business Profile

Tax Number

FEIN

Filing Frequency

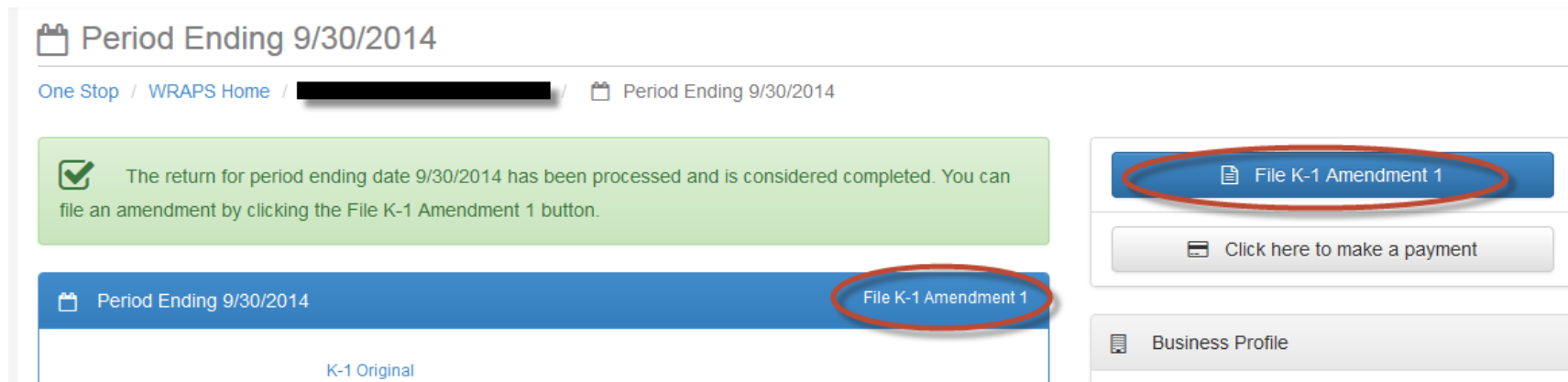
Monthly


32


Amend Return


To amend the return, the user will need to click “File Amendment” from the Period Screen for the Business.


Note The return will be available to amend once the original return has been processed.




 Period Ending 9/30/2014


[One Stop](#) / [WRAPS Home](#) / [\[Redacted\]](#) /  Period Ending 9/30/2014


 The return for period ending date 9/30/2014 has been processed and is considered completed. You can file an amendment by clicking the File K-1 Amendment 1 button.

 Period Ending 9/30/2014 [File K-1 Amendment 1](#)

K-1 Original

 File K-1 Amendment 1


 Click here to make a payment


 Business Profile


The user will need to update any values necessary and click “Submit the return.”

K-1 Amendment 1 - 9/30/2014

[One Stop](#) / [WRAPS Home](#) / [REDACTED] / [Period Ending 09/30/2014](#) /  K-1 Amendment 1 - 9/30/2014

 You filed the original return on 12/17/2014 and have filed 0 of the 5 amendments allowed to be filed online for this period. The values to the right of your new return are the most recent values you have provided us. They are from the return filed on 12/17/2014.

 The Total Amount Due is calculated with the assumption that all values entered were accurate and that The Total Amount Due will be paid in full on or before the Return Due Date. This amount is subject to DOR Approval.

	K-1 Amendment 1	K-1 Original filed 12/17/2014
Employees for the period	<input type="text" value="52"/>	<input type="text" value="52"/>
Total wages paid	<input type="text" value="\$20,000.00"/>	<input type="text" value="\$20,000.00"/>
Income tax withheld	<input type="text" value="\$800.00"/>	<input type="text" value="\$800.00"/>
Apply credit?	<input type="text" value="No I do not want to apply a credit"/> 	
Tax payments made prior to today for this period	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
	<small>\$0.00 in payments have been recorded in the Electronic Enterprise Payment System (EEPS) for this period.</small>	
Total tax due	<input type="text" value="\$800.00"/>	<input type="text" value="\$800.00"/>
Total penalty	<input type="text" value="\$48.00"/>	<input type="text" value="\$96.00"/>
Total interest	<input type="text" value="\$8.94"/>	<input type="text" value="\$8.28"/>
Total amount due	<input type="text" value="\$856.94"/>	<input type="text" value="\$904.28"/>
Explanation of Adjustment	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> Please enter any comments or information you would like for us to consider while reviewing this request. </div>	
	<input type="button" value="Submit the K-1 Amendment 1 return"/>	<input type="button" value="Cancel"/>

A return may only be amended up to 5 times online. Once the maximum number of amendments has been reached, the user will be allowed to download a paper amendment form.



You have filed 5 amendments and must submit future amendments by completing the paper amendment form. Click the link below to open and print the amendment form.



Download Amendment Form

Making Payments

To view EEPS Payments, the user will need to click “Click here to make a payment.”



Click here to make a payment

The user will then be routed to the Enterprise Electronic Payment System (EEPS) site.

Managing Users

In order to add, remove or update a user's permissions, the business administrator will need to access the Business home screen.

[Online Filing Registration](#)
[Manage WRAPS Requests](#)

username Search

12 Month Filing History

Period Begin Date	Period End Date	Due Date	Return Status
09/01/2014	09/30/2014	10/15/2014	Click here to view the return This return is being processed and can only be viewed at this time. Once the processing has been completed you will be able to file an amendment.

Available Periods

You will be able to file for periods according to your filing frequency. To change your filing frequency, please contact the Department of Revenue at (502) 564-7287.

Add WRAPS User

Manage WRAPS Status

Business Profile

Tax Number

FEIN

Filing Frequency

Account Status

WRAPS Status

Monthly

Active

Active

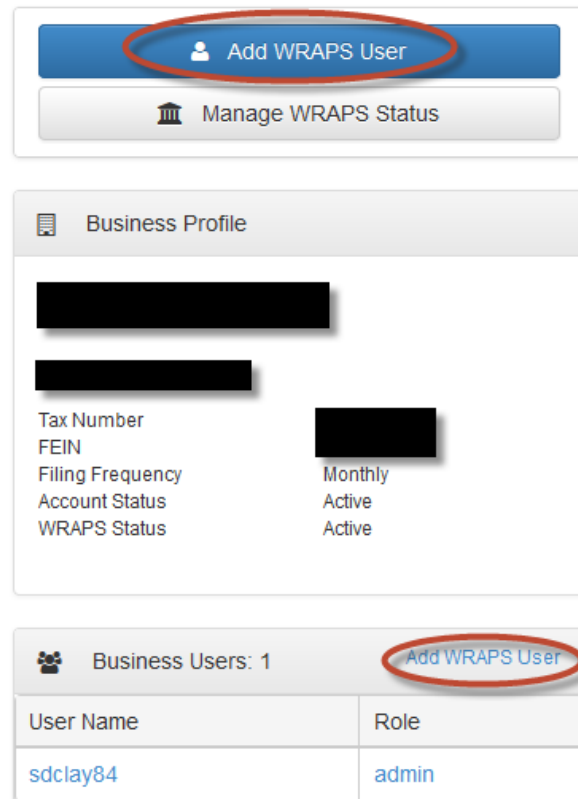
Business Users: 1

Add WRAPS User

User Name	Role
sdclay84	admin

Adding Users

To add a new user to the Business, the user will need to click 'Add WRAPS User.'



The screenshot displays the WRAPS interface. At the top, there are two buttons: 'Add WRAPS User' (blue with a person icon) and 'Manage WRAPS Status' (grey with a building icon). The 'Add WRAPS User' button is circled in red. Below these buttons is a 'Business Profile' section with a list of fields: Tax Number, FEIN, Filing Frequency, Account Status, and WRAPS Status. The values for Filing Frequency, Account Status, and WRAPS Status are 'Monthly', 'Active', and 'Active' respectively. At the bottom, there is a 'Business Users: 1' section with a table of users. The 'Add WRAPS User' button is also circled in red in this section.

User Name	Role
sdclay84	admin

The user will then need to enter the email address that is associated with a user registered with One Stop and click 'Search for a registered email address.'

Cancel



Invite users to join this WRAPS business account

Enter Email Address



Enter the user's email address

Search for a registered email address

Enter the email address of the person you want to register with this business. We will attempt to verify the email address is registered and allow you to review the results before continuing.

If the user is registered with One Stop, the user will be presented with the option to grant the user with a role of Filer, Payer, Viewer or Administrator. The user may also be given Filer & Payer access.

Add WRAPS User

[One Stop](#) / [WRAPS Home](#) / [\[Redacted\]](#) / [Add WRAPS User](#)

Cancel



The email address [Redacted] is registered to [Redacted] which role do you want to grant them?

Please read all of the options before selecting the role to assign to shristi@live.com.

Grant the role of WRAPS Filer & Payer

A WRAPS Filer & Payer can file returns and amendments in addition to making online payments on behalf of the business.

Grant the role of WRAPS Filer & Payer

Grant the role of WRAPS Filer

A WRAPS Filer can file returns and amendments on behalf of the business.

Grant the role of WRAPS Filer

Grant the role of WRAPS Payer

A WRAPS Payer can make online payments on behalf of the business.

Grant the role of WRAPS Payer

Grant the role of WRAPS Viewer

A WRAPS Viewer can view the returns and amendments filed online by the business.

Grant the role of WRAPS Viewer

Grant the role of WRAPS Administrator

A business can only have one WRAPS Administrator. If you grant the WRAPS Administrator role to shristi@live.com, your role will be changed to WRAPS Viewer immediately and you will no longer have WRAPS Administrator rights to this business. A WRAPS Viewer is only able to view returns and amendments that pertain to the business, and you will not be able to undo this change unless you contact the Department of Revenue at (502) 564-7287.

Grant the role of WRAPS Administrator

Inviting Users

If the user is not registered with One Stop, the user will be presented with the option to send the user an invitation to create a user account. To send the invitation, the user will need to click, "Send invitation to: (email address)."

Cancel



Email Address not registered

The email address [REDACTED] is not registered with our system. You can send an invitation to this email address by clicking the Invite User button below. The email address will be sent instructions for accessing this site and registering with this business. You can search again by using the search option below.

Send invitation to [REDACTED]

The user will receive an email similar to the one below, stating the Business the user has been added to and the permission level that was granted.

WRAPS Role for account [REDACTED] has been assigned

↑ ↓ ×



wraps-noreply@ky.gov (wraps-noreply@ky.gov) [Add to contacts](#) 9:28 AM ▶

Actions ▼

To: [REDACTED] ▼



You [REDACTED] have been assigned WRAPS Filer & WRAPS Payer for the business [REDACTED] Withholding Tax Account number [REDACTED] and can access the business immediately. To view the business and view the role assigned now click [REDACTED]

To visit WRAPS home page, click this link: <https://wraps.ky.gov>

<http://wraps.ky.gov>

Update Permissions & Remove Users

To edit a user's permissions or to remove a user from the Business, the user will need to click on the user name or the role.

 Business Users: 1 Add WRAPS User	
User Name	Role
	admin

The user will then need to choose to “Remove user access” or grant the user with another permission level.

Cancel



██████████ has the role of WRAPS Filer and can file returns and amendments on behalf of the business.



How do you want to change the WRAPS role?

You can change the role or remove access of ██████████ for ██████████ with the options below.
Please read all of the options before selecting your response to the request for access to this business.

Remove user access

Remove all access to this business

Remove business access

Grant the role of WRAPS Payer

A WRAPS Payer can make online payments on behalf of the business.

Grant the role of WRAPS Payer

Grant the role of WRAPS Viewer

A WRAPS Viewer can view the returns and amendments filed online by the business.

Grant the role of WRAPS Viewer

Grant the role of WRAPS Administrator

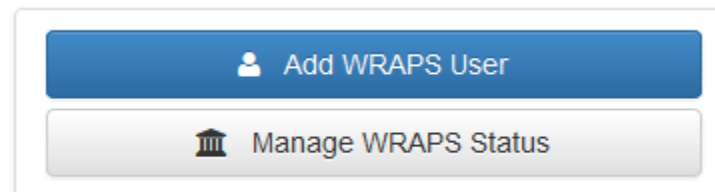
A business can only have one WRAPS Administrator. If you grant the WRAPS Administrator role to shristi2014, your role will be changed to WRAPS Viewer immediately and you will no longer have WRAPS Administrator rights to this business. A WRAPS Viewer is only able to view returns and amendments that pertain to the business, and you will not be able to undo this change unless you contact the Department of Revenue at (502) 564-7287.

Grant the role of WRAPS Administrator

WRAPS Status

Update WRAPS (Online Filing) Status

To update the Online Filing Status, the user will need to access the Business Home Screen in WRAPS and click, “Manage WRAPS Status.”



If the Business is currently registered for online filing, the user will need to click “Unregister with Online Filing,” and click “Yes” in the confirmation box.

Cancel Changes

☒ [Redacted] is registered for online filing

You can remove this business from online filing by clicking the Unregister with Online Filing button below.

Unregister with Online Filing

Confirmation Required

Are you sure you want to modify the WRAPS Account Status for this business? If switching to active, returns will be generated online and paper returns will no longer be sent. If switching to inactive, returns will no longer be generated online and paper returns will be sent.

Yes

No

You can remove this business from online filing by clicking the Unregister with Online Filing button below.

Unregister with Online Filing

If the Business is not currently registered for online filing, but was at one time, the user will need to click “Register for Online Filing,” and click “Yes” in the confirmation box.

Cancel Changes

☐ [REDACTED] is NOT registered for online filing

You can register this business with online filing by clicking the Enroll In Online Filing button below.

Register for Online Filing

Confirmation Required ✕

Are you sure you want to modify the WRAPS Account Status for this business? If switching to active, returns will be generated online and paper returns will no longer be sent. If switching to inactive, returns will no longer be generated online and paper returns will be sent.

Yes

No

You can register this business with online filing by clicking the Enroll In Online Filing button below.

Register for Online Filing

Important Links

The screenshot displays the Kentucky One Stop WRAPS website. The header includes the Kentucky One Stop logo, the WRAPS logo, and navigation links for Online Filing Registration and Manage WRAPS Requests. A search bar is present with the text 'username' and a search icon.

The main content area is titled 'Withholding Return and Payment System - WRAPS'. Below the title, there is a breadcrumb trail: 'One Stop / WRAPS Home'.

Two status boxes are visible:

- A light blue box with a pencil icon stating: 'You have 7 returns that can be filed, 4 are overdue.'
- A blue box with a calendar icon stating: 'You have 4 businesses registered with your account'.

Below the second status box is a table with the following columns: Account Number, Business Name, Role, and Alerts. The table contains four rows of data, with some information redacted by black bars.

Account Number	Business Name	Role	Alerts
[REDACTED]	[REDACTED]	filer, payer	Filing available
[REDACTED]	[REDACTED]	filer, payer	Filing available
[REDACTED]	[REDACTED]	filer, payer	
[REDACTED]	[REDACTED]	admin	

On the right side of the dashboard, there is a sidebar with several buttons and a section titled 'Important Links' (circled in red). The buttons are:

- Register a business for online filing
- Request access to a registered business
- Manage WRAPS Requests

The 'Important Links' section contains the following links:

- Withholding Business Registration
- Registration Application
- Account Cancellation
- Public User Guide
- Contact Us






At the bottom of the page, there is a footer with links for Policies, Security, Disclaimer, and Accessibility, followed by the Kentucky logo and the text '©2014 Commonwealth of Kentucky. All Rights Reserved.'

Links in WRAPS

The following links can be found on the WRAPS Home Page:

1. Withholding Business Registration (paper registration form)
2. Registration Application form
3. Account Cancellation form
4. Public User Guide
5. Contact Us Link

Important Links

-  [Withholding Business Registration](#)
-  [Registration Application](#)
-  [Account Cancellation](#)
-  [Public User Guide](#)
-  [Contact Us](#)